

Imperial College
London

Successful Applications - Top Tips

SCI Careers Day

13/04/2016

Richard Carruthers



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Careers Service

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“By failing to prepare you’re preparing to fail”

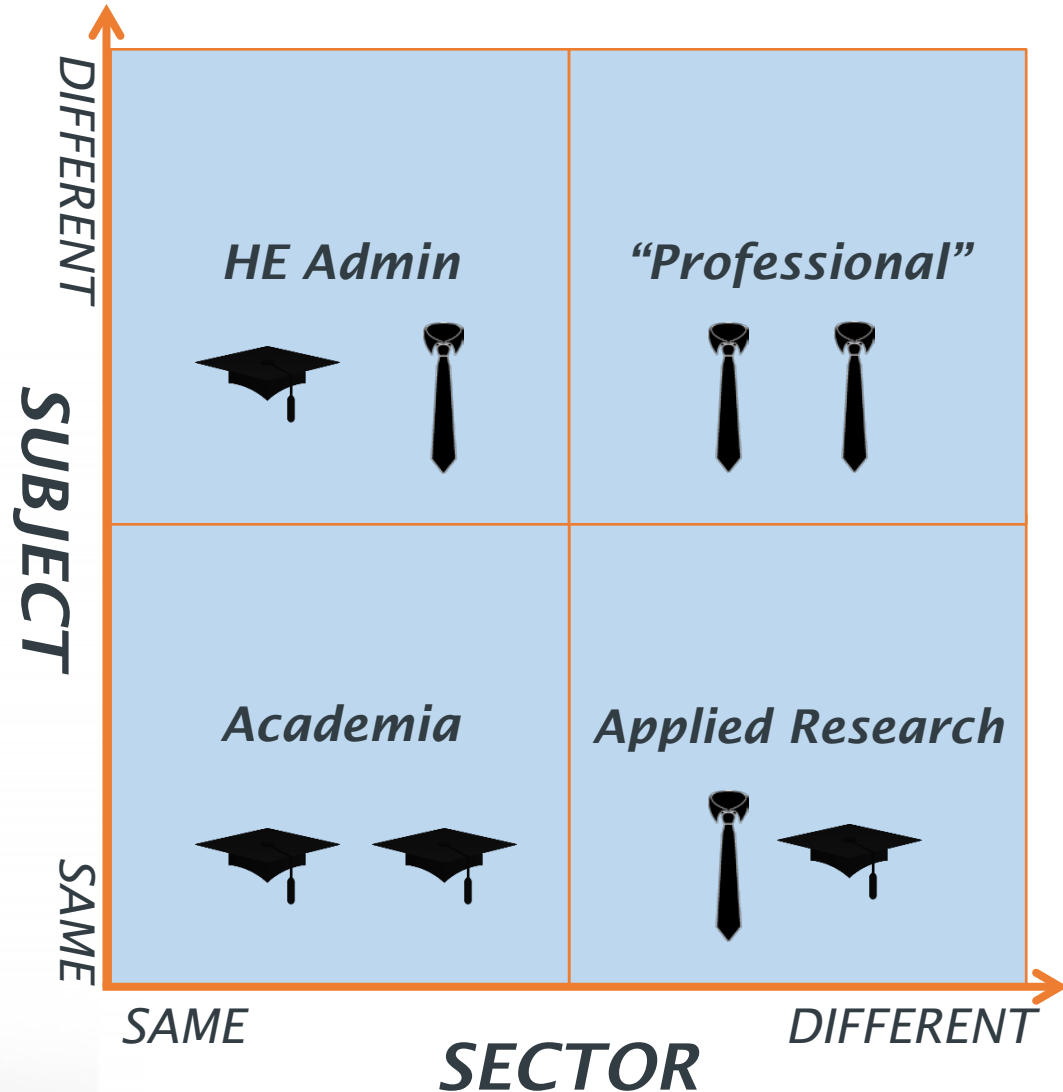


Career Pathways



*2013-2014 Destinations of Leavers from Higher Education
Published Summer 2015*

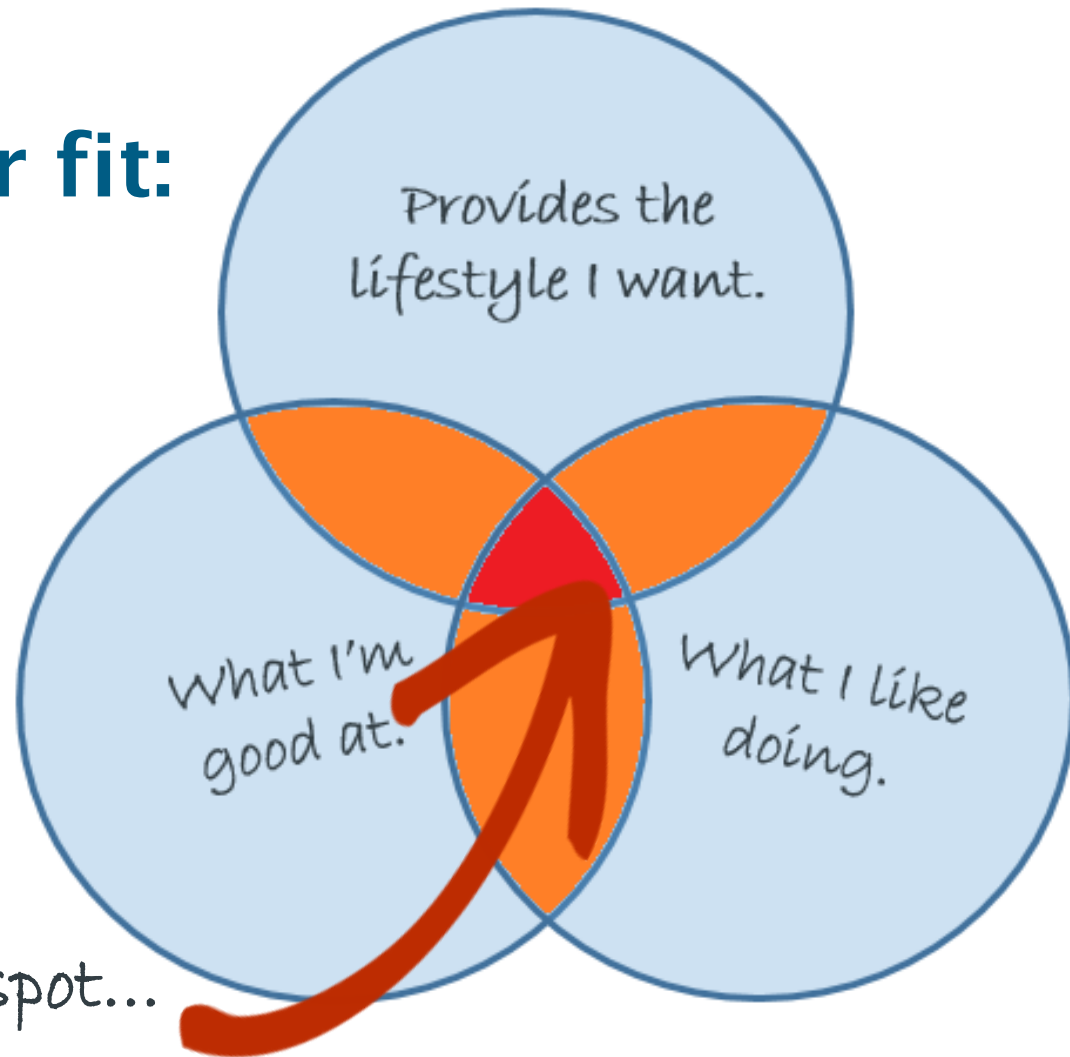
The Known & Unknown:



Career Planning



Finding your fit:



Dream Job!

The career sweet spot...



Skills Audit:

<i>Activity</i>	<i>Evidence</i>	<i>Skill(s)</i>
MSci Chemistry	<ul style="list-style-type: none">• Effectively explained, supported and defended my ideas and opinions in seminars and tutorials.• Developed good report writing skills through group and individual assignments	<ul style="list-style-type: none">• Verbal Communication• Written Communication• Group Work



Activity e.g. course, club/society, voluntary work etc.	Evidence Description of circumstances in which skill was demonstrated	Skill
MSci Chemistry:	<ul style="list-style-type: none"> • Effectively explained, supported and defended my own ideas and opinions in seminars and tutorials • Developed good report writing skills through group and individual assignments • Application of various methodologies through laboratory work • Enhanced project management and scientific communication skills through production of an independent research project 	Communication Skills (i) Verbal (ii) Written Research Methodologies Project Management
MSci Chemistry: - Year In Industry	<ul style="list-style-type: none"> • Adapted to working within an industrial team at GSK and agreed the tasks required to successfully complete experiments • Communicated effectively using appropriate terminology within a business environment. • Evaluated risks within practical work and identified measures to control and mitigate these to acceptable tolerances. • Took on the role of sub-team co-ordinator to ensure deadlines were met and negotiated resolutions when difficulties arose with team members • Developed presentational skills from delivering group projects 	Teamwork/Negotiation Commercial Awareness Communication Skills Business Acumen Analytical Appraisal / Risk Assessment Organisation Problem Solving Presentation Skills
MSci Chemistry -Dissertation/ Project Module	<ul style="list-style-type: none"> • Structured a research thesis/project • Organised and maintained a database of secondary research sources • Provided sound argument in support of my research topic • Evaluated theories and provided sound rationale for preferred argument 	Planning Organisation Analytical Skills Concise Communication
Gap Year volunteer project and travel	<ul style="list-style-type: none"> • Planned a 4 month trip to SE Asia • Managed Fund-raising events before going 	Planning Finance
University Tennis team member	<ul style="list-style-type: none"> • Attend all training sessions and have been included in the team for several matches • Work out regularly to maintain my fitness levels 	Time Management Teamwork Motivation/Commitment



Skills Audit:

- Communication
- Team Working
- Integrity
- Intellectual Ability
- Confidence
- Character/Personality
- Planning & Organisation
- Literacy
- Numeracy
- Analysis & Decision Making
- Leadership
- Negotiation
- Time Management
- Project Management
- Problem Solving
- Computer Literacy
- Commercial Awareness
- Handling Pressure
- Creativity / Innovation
- Resilience

Vacancy Research





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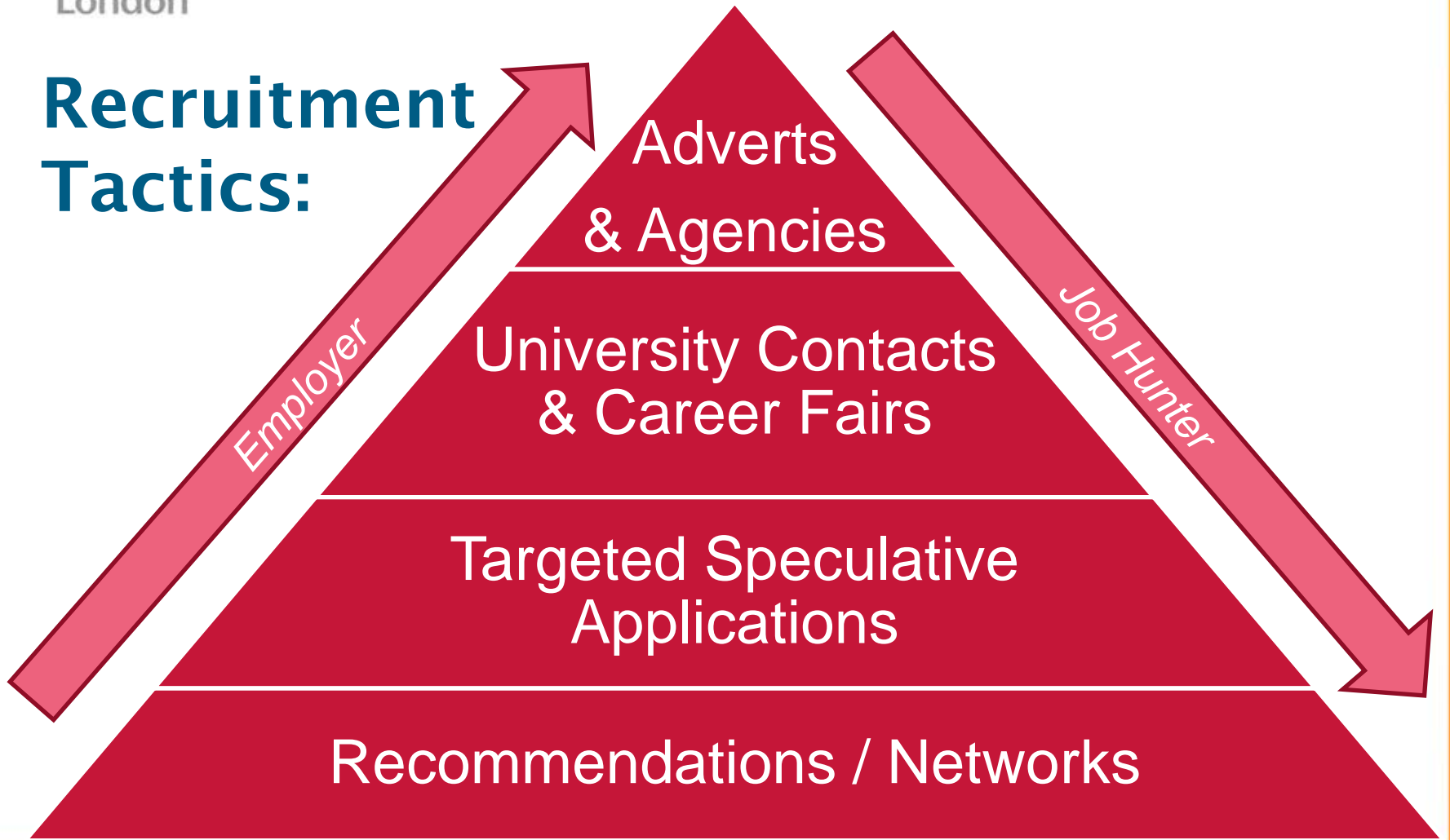
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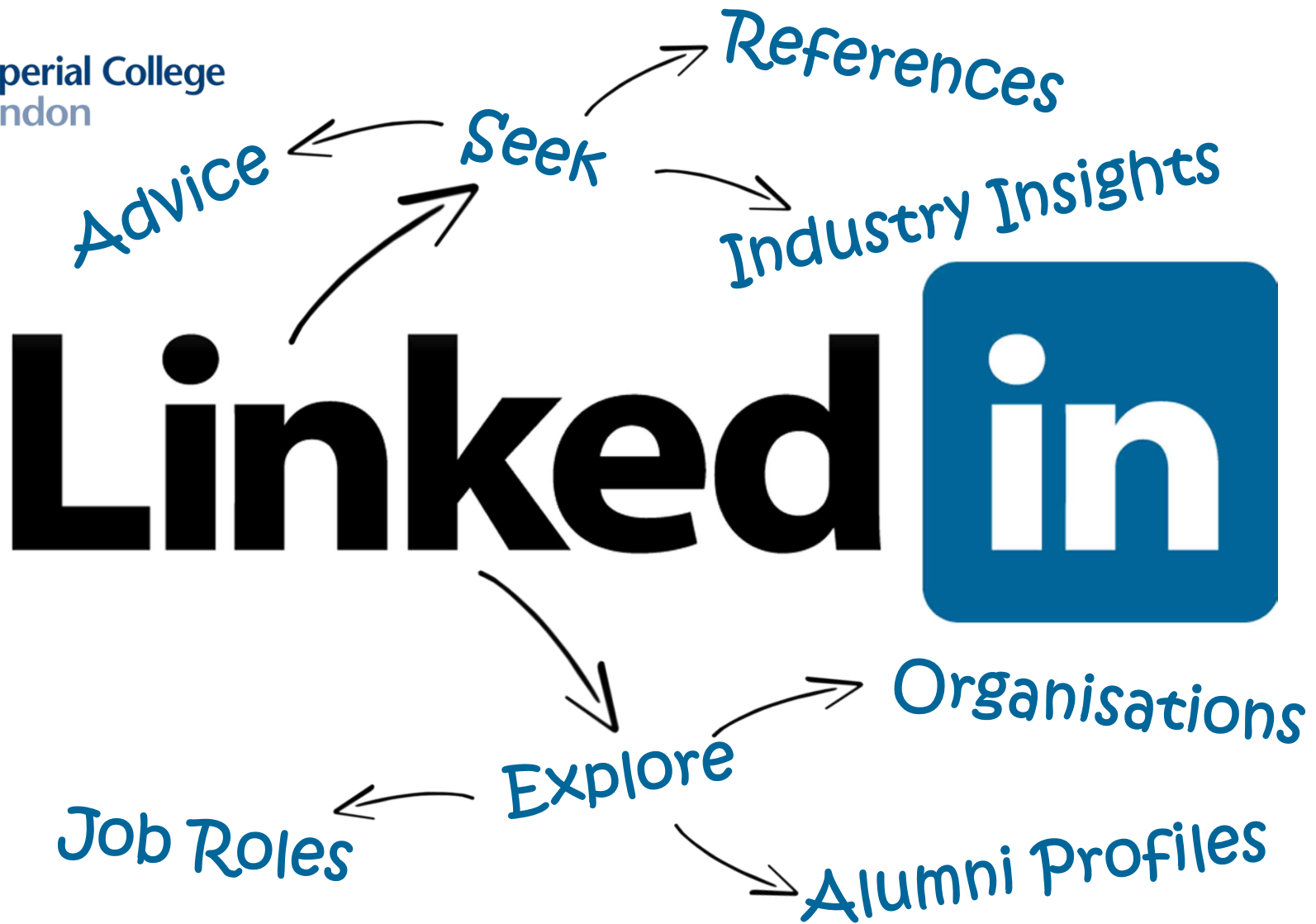
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Recruitment Tactics:





<https://students.linkedin.com/uk>



R&D PhD Analytical Scientist

P&G serves nearly 5 billion people around the world with its brands. The P&G community includes operations in approximately 70 countries worldwide and has one of the strongest portfolios of trusted, quality, leadership brands, including Pampers®, Ariel®, Always®, Whisper®, Pantene®, Mach3®, Bounty®, Fairy®, Oral-B®, Clay®, Head & Shoulders®, Gillette®, Febreze® and Vicks®.

Seeking PhD level Chemist (Analytical, Physical or Organic) with experience in separation science/liquid chromatography. The individual will work in an innovative, interactive, problem solving, R&D environment developing new Fabric and Home Care products. Desire strong background in project management and analytical science with polymer separation/characterization experience a plus.

Job Responsibilities:

- Interface/Partner with Product Development colleagues to drive new product innovations and provide fundamental problem solving through analytical measurements
- Be responsible for their own project(s) as part of a project team including senior management
- Lead the separation science lab and build critical liquid separations capability within R&D for Fabric and Home Care
- Provide mechanistic understanding of key technologies and formulations that deliver consumer delight in Fabric & Home
- Care and develop methods/models to connect mechanistic understanding to product performance.
- Collaborate with internal/external partners to develop/validate analytical methods to ensure compliance, quality and readiness of product initiatives

Job Requirements:

- Experienced problem solver with a solid science background
- A leader who is able to create vision and strategy
- Strong collaborative skills and the ability to work harmoniously with diverse internal and external work groups
- Ability to communicate complex data to non-experts, write reports and produce/deliver oral presentations.

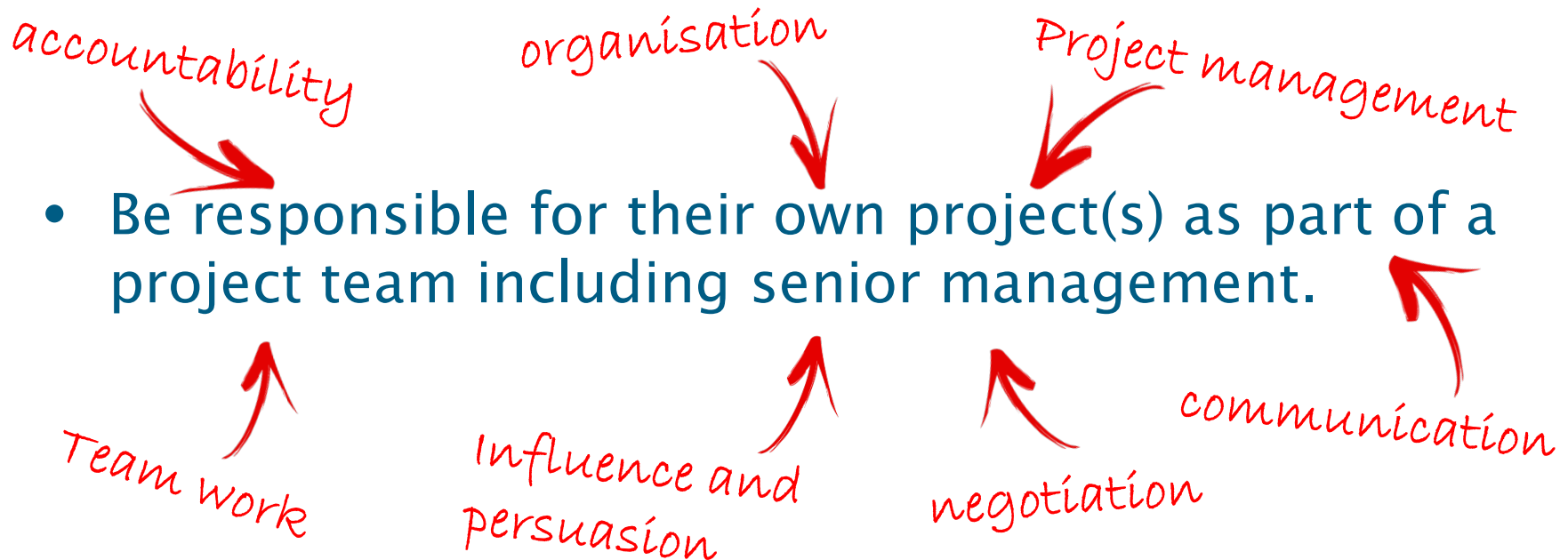
To apply please include your resume and covering letter with your application pack.



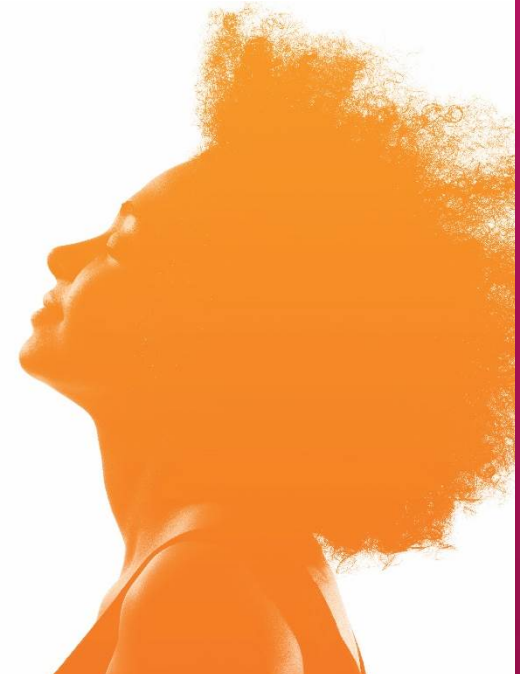


Dissect the Job Description:

Job Responsibilities:



CVs & Cover Letters



Personal Details

Personal Profile (optional)

2-3 lines that sell your skills and career objectives.

Education

Higher Education and Secondary Education. More detail should be given about your most recent studies (modules, skills developed, dissertation etc.)

Less information is required about A-Levels and GCSEs.

Work Experience

Clearly lay out your paid/unpaid work experience.

Give details of dates, job roles and say something about the different experiences e.g. range of duties and skills acquired etc.

Work Experience Cont.

Clearly lay out your paid/unpaid work experience.

Give details of dates, job roles and say something about the different experiences e.g. range of duties and skills acquired etc.

Interests and Achievements

Present a total picture of yourself through the activities you have done. Have you played sports, held positions of responsibility, travelled, completed Duke of Edinburgh Award etc. Again, what skills have you gained etc.

Relevant Additional Skills

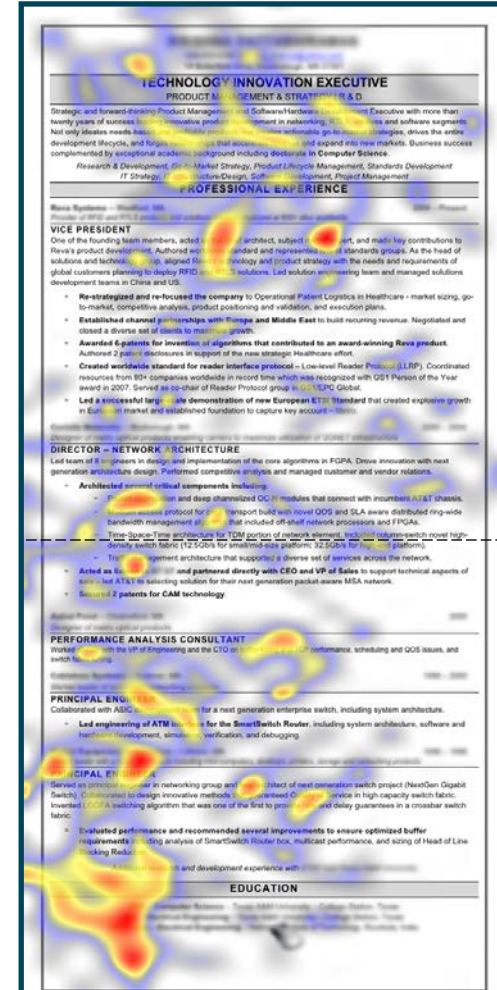
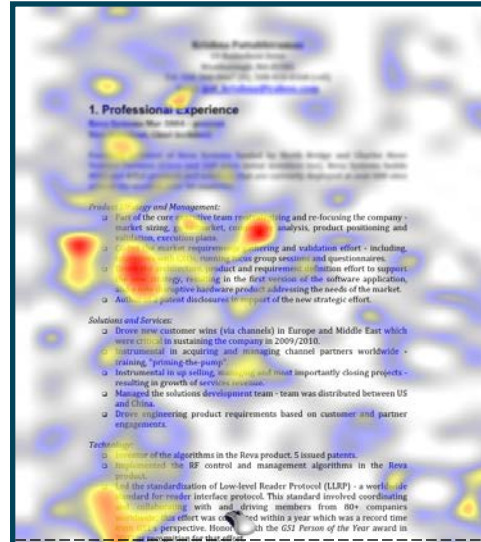
IT? Foreign Languages? Driving Licence etc.?

Referees

Provide 2 referees (check with them first) or state "available on request".



Eye Tracking Technology:



Direct & Positive Language:

“Carried out a variety of experiments using NMR spectroscopies as part of a research project.”

“**Devised** and **conducted** a series of experiments using NMR spectroscopies as part of an independent lab research project.”





Peter Jones (B)

Bedford House, Tennyson Road, Colindale, NW9 2XB

Peter.Jones@imperial.ac.uk +44 (0)123 456 7891 www.linkedin.com/uk/12/345/678

A third year MSci Chemistry student seeking an industrial placement as a R&D Scientist at Proctor & Gamble. Possession of strong technical abilities developed through laboratory work, and proven project management abilities in both academic and extracurricular activities.

Education

2013 - 2017 MSci Chemistry, Imperial College London
Current average: 67%

- Course modules covered the full range of physical, organic and inorganic chemistry, including thermodynamics, chemical kinetics and radiochemistry.
- Regularly worked in small groups to plan, carry out and conduct over 20 laboratory experiments. These covered a wide range of areas requiring precision, when recording and reporting, as well as strict time management and substantial independent research.
- Completed two data handling modules and have good practical experience in using specialist software to capture, analyse and report on numerical data.
- Competent in the use of UV-Vis, IR and NMR spectroscopies, TLC, flash chromatography, and other standard techniques.
- Experienced in both organic and inorganic synthetic chemistry, including the handling of air/moisture-sensitive compounds.
- Excellent laboratory safety awareness and experience of completing relevant documentation.
- Group project involved using NMR and UV absorption spectroscopies for the study of mismatched DNA. Good teamwork helped to attain the highest mark in the year (86%) for project presentation made to panel of lecturers and industry professionals.

2006 - 2013 Passmore College, Bournemouth

- A Levels: Chemistry (A), Maths (A), Physics (B), Biology (B)
- GCSEs: 10 A* - C

Employment

Dec 2013 – Present. John Lewis, Oxford Street, Customer Assistant

- Demonstrate strong customer service skills and attention to detail in a fast paced retail environment.
- Developed an in-depth knowledge of various products.
- Successfully train new staff in process and procedures.
- Ensure excellent communication between all team members while working across several teams.

Volunteering

Feb 2014 – Present. RAG, Imperial College London, Volunteer

- Assist in organising fundraising activities of the Students' Union charitable department at Imperial College London
- Supported the collection of £91,527.19 for good causes during the academic year 2014/2015
- Responsible for securing collection permits from local authorities
- Arrange transport for up to 50 volunteers.

June 2012 – June 2013. Befriend a Child, Bournemouth, Volunteer

- Provided friendship and support to two boys aged 9 and 11 who came from very difficult family backgrounds.
- Assisted with homework, providing around 2-3 hours contact time each week.
- Arranged outings to football matches and trips to the beach etc.

Additional Skills

- Proficient in the use of Microsoft Office, plus intermediate experience in Access databases and programming macros.
- Familiar with ChemDraw
- Clean driving licence.

Interests

- Football - member of ChemSoc 1st XI. Taken the responsibility for organising weekly fixtures, liaising with other societies, arranging venues, and ensuring all players are aware of arrangements.
- Active member of the Royal Society of Chemistry and the Imperial College Chemistry Society (ChemSoc).

References available on request

CV Success:

1. Easy to read & navigate
2. Avoid large blocks of unbroken text
3. Make it relevant and give evidence
4. Avoid clichéd phrases
5. Use professional language/tone
6. Right length (one or two pages)
7. Proof read!



Cover Letters:

Salutations:

Dear Sir/Madam,
Yours faithfully,

Dear Joe Smith,
Yours sincerely,

Signature:

Richard Carruthers
MSci Chemistry (2015-2019)
Imperial College London

The diagram shows a cover letter template with several sections highlighted by red boxes. The sections are:

- Your address** (top right)
- Their address** (top left)
- Date** (middle left)
- Dear ...** (middle left)
- Opening** (bottom left)
 - Who are you, what are you applying for.
- Why them and this opportunity** (bottom left)
 - Give reasons for your interest
 - Highlight any particular aspects/areas of interest to you.
 - Demonstrate your research and understanding of the role.
- Why you.** (bottom left)
 - Give reasons why you should be considered.
 - Evidence relevant skills, knowledge and experience.
 - Present a positive picture and reflect the skills they seek.
 - Develop themes within your CV, don't just repeat it but expand on the most relevant information found within it.
- Thanks and closing remarks.** (bottom left)
 - Summarise your suitability and look toward the interview.
- Signature** (bottom left)



Top Tips for Cover Letters:

1. No more than one page
2. Showcase relevant skills
3. Talk about the company
4. Provide evidence of experience/skills
5. Use examples and quantifiable data
6. Reflect your personality/values
7. Attention to detail is key



Application Questions:

Motivational:

“Why have you applied for this opportunity?”

Competency:

“Describe a time when you were working under pressure with competing deadlines.”

The Blank Space:

“Use this space to outline your suitability”

Tell a Story:

- Situation

- *Set the scene. Be specific.*

20%

- Task

- *Explain the objectives/task.*

- Action

- *What did you actually do?*

60%

- Results

- *What were the results? What did you learn?*

20%



When have you led a team? *(150 words)*

I was nominated to lead a team of 4 during our participation in the Royal Society of Chemistry Laboratory Competition in April 2014. We had 5 days to perform a variety of experiments and submit a technical report and deliver a 20 minute presentation.

I identified the strengths of individuals within the team and assigned a series of tasks that best suited each person. I set in place a series of meetings to enable team members to report back on progress and therefore allow reallocation of resources should anyone fall behind with their work. Before we commenced I ensured we had completed a variety of risk assessments and that all members of the team were clear on best practice and safe procedures.

We completed the assignment on time and were award a high 2:1 grade overall. This experience taught me the value of clear communication in meeting project deadlines.



Application Success:

1. Read/understand the question asked and then answer it
2. Be clear and concise but give appropriate/relevant details
3. Evidence your skills/qualities
4. Showcase your research in to the job
5. Use professional language/tone
6. Proof read!





Applying for a job...



It's a marathon, not a sprint.

Careers Service

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Imperial College
London

The Careers Service:

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South Kensington Campus
London SW7 2AZ

Monday - Friday

10:00 - 17:15

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